



**State of Michigan**  
**Department of Information Technology**  
**POLICY AND PROCEDURE MANUAL**

TYPE  
**Policy/Procedure**

NUMBER  
**DIT 200.08**

PAGE  
**1 of 2**

SUBJECT

**Drug-Free Workplace**

EFFECTIVE DATE

**2/10/03**

### **Policy**

The Department of Information Technology (DIT) follows both the letter and spirit of the Drug-Free Workplace Act of 1988. The department forbids the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. An employee who violates this prohibition is subject to disciplinary measures up to and including dismissal. In addition to imposing any disciplinary measures short of dismissal, the department may also require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program.

As a condition of employment every employee must:

- Abide by the prohibition.
- Notify the employee's supervisor within five (5) days of any criminal drug statute arrest/conviction.
- Comply with the Department's drug and alcohol testing program.

### **General Information**

#### **Drug and Alcohol Testing**

All employees are required to submit to drug and alcohol testing under reasonable suspicion. Reasonable suspicion is a belief based on specific objective facts and reasonable inferences drawn from those facts in light of experience, that an employee is using or may have used drugs or alcohol in violation of a departmental policy or Civil Service Rule or Regulation. If you are in a test designated position you will also be tested on a random selection basis for drugs and alcohol.

### **Procedure**

#### **Self-Reporting**

An employee who voluntarily discloses to the appointing authority a problem with controlled substances or alcohol cannot be disciplined for such disclosure if, and only if, the problem is disclosed before the occurrence of any of the following:

1. For reasonable suspicion testing, before the occurrence of an event that gives rise to reasonable suspicion that the employee has violated this rule.
2. For pre-appointment testing, follow-up testing, and random selection testing, before the employee is selected to submit to a drug or alcohol test.
3. For post-accident testing, before the occurrence of any accident that results in post-accident testing.



**State of Michigan**  
**Department of Information Technology**  
**POLICY AND PROCEDURE MANUAL**

TYPE  
**Policy/Procedure**

NUMBER  
**DIT 200.08**

PAGE  
**2 of 2**

**SUBJECT**

**Drug-Free Workplace**

**EFFECTIVE DATE**

**2/10/03**

After receiving notice, the appointing authority shall permit the employee an immediate leave absence to obtain medical treatment or to participate in a rehabilitation program. In addition, the appointing authority shall remove the employee from the duties of a test-designated position until the employee submits to and passes a follow-up drug test or alcohol test. The appointing authority may require the employee to submit to further follow-up testing as a condition of continuing or returning to work.

**Limitation**

An employee may self-report no more often than two times while employed in the state classified service. An employee making a report is not excused from any subsequent drug test or remains subject to all drug and alcohol testing requirements after making a report and may be disciplined as the result of any subsequent drug test or alcohol test, including a follow-up test.

**Corrective Action**

An employee who violates this policy or who refuses to participate in drug or alcohol testing under the conditions noted above is subject to disciplinary action up to and including dismissal.

**Reference**

For more information regarding drug and alcohol testing, please refer to Administrative Handbook Procedure, DIT-200-07, Drug and Alcohol Testing. Exclusively represented employees may also refer to your respective collective bargaining agreement, and non-represented employees may refer to Civil Service Rule 2-7 and Regulations 2.07 and 2.08 for further information.

**Contact**

Any questions or concerns regarding this policy should be directed to the Office of Human Resources at (517) 373-1000.